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The NEI Input Format - *(located on www.epa.gov/ttn/chief)*
Instructions for Entering and Organizing Your Data in the Format Records and Source Files

The NEI Input Format (NIF) is divided into four different emission data source types that will represent all of the emission inventory data submitted by a state/local agency. The **SOURCE TYPES** are**: POINT, AREA & NONROAD MOBILE, ON-ROAD MOBILE,and BIOGENIC**.

The format specification of the four source type files are documented using MS Excel. The NIF is also available in Microsoft Access.

How To Organize Records in the NEI Input Format

RECORD TYPE: There are eight possible record types: TRANSACTION, SITE, EMISSION_UNIT, EMISSION_RELEASE_POINT, EMISSION_PROCESS, CONTROL_EQUIPMENT, EMISSION PERIOD and EMISSION.

They are used and organized in each SOURCE TYPE / FILE as follows:

SOURCE TYPE /FILE	RECORD TYPE(S)	RECORD TYPE CODE
POINT	Transmittal	TR
	Site	SI
	Emission_Unit	EU
	Emission_Process	EP
	Emission Period	PE
	Emission_Release_Point	ER
	Control_Equipment	CE
	Emission	EM

SOURCE TYPE /FILE	RECORD TYPE(S)	RECORD TYPE CODE
AREA AND	Transmittal	TR
NONROAD MOBILE	Emission_Process	EP
	Control_Equipment	CE
	Emission Period	PE
	Emission	EM
ON-ROAD MOBILE	Transmittal	TR
	Emission Period	PE
	Emission	EM
BIOGENIC	Transmittal	TR
	Emission	EM

For a specific Source Type file, you must submit all of the NIF record types needed to fully report your data in the related data set.

For criteria pollutant data, process-level information is required. All record types are required for process-level data reporting. A CE record however may not be necessary if controls are not applicable to the emissions numeric value reported.

Toxics (Hazardous Air Pollutant - HAP) pollutant data may be submitted at various levels of detail. The record types you must provide depending on the emissions data level reported, is described in Appendix A user instructions, of NIF V2.0 .

You must include a Transmittal record(s) (TR) with each source file (e.g., point, area & nonroad, onroad mobile or biogenic file) you are submitting. Submit one TR record per unique county. The information in the Transmittal record is used to describe the entire source file and its origin. This will help distinguish and track Local (county) agency submittals separately from the State agency submittals.

If you are using NIF V2.0, and submitting a data *revision*, a TR record is required along with the individual records containing the revised data. The NIF V 2.0 Appendix A describes how to transfer a resubmittal / data replacement. For NIF V1.2, a data revision is done differently - by resubmitting the entire source file, and is described in the NIF V1.2 Appendix A.

Saving the File by Record Type & File Naming Convention

The NEI Input Format files (V2.0 and V1.2) should be transferred to the EPA as fixed width text (.txt) files with no delimiters, or may be transferred to EPA as the MS Access file (.mdb).

When saving source type files as (.txt), sort, and save like records together in separate text files. Please use the following naming convention for your (.txt) files:

ssxxrryy.txt , where
ss = state abbrevation (ex. nc) ;
xx = source type, code values are :
        = pt (point); ar (stationary area); nr (nonroad mobile); or (onroad mobile); bi (biogenic)
rr = record type, code values are : tr, si, eu, ep, pe, er, ce, em
yy = year abbreviation for year of data reported

For (.mdb) files , the following naming convention should be used:

ssxxyy.mdb

EPA will use the key field values provided in each record to sort and group the related records in the source file. It is very important that you supply and implement the required key data fields correctly so that EPA can successfully process your data for loading into the NEI database(s).

Entering Data Values Into the NEI Input Format

The format files contain data definitions and user notes on each data element. The user notes may refer you to APPENDIX A which contains standard conventions and additional information that will help you to correctly express the values of certain fields. Appendix A also refers to the tables of valid values for coded fields. The NIF code tables are available and posted on the Website with the NIF .

Character fields may contain any value.

Number fields must contain only Numeric values. Data elements defined with Data Type NUMBER must be expressed as whole numbers.

Decimal fields may contain whole number or decimal point. Any data elements whose value may be expressed with decimal are indicated as Data Type DECIMAL.

Date fields must contain numbers in the format YYYYMMDD.

If for any data field, there is no data value intended, that field must be left blank (filled with spaces).

DELIMITERS: No delimiters will be used. All text files submitted must be fixed format, i.e., fields determined by their beginning and ending position.

KEY FIELDS: The Key Data Fields are indicated by **bold italics** in all format descriptions.

As the POINT, AREA/ NONROAD MOBILE, ON-ROAD MOBILE, and BIOGENIC source files are received for processing by the EPA, they will be sorted to group and relate records based on the key data fields provided. It is very important that you supply and implement the required key data fields correctly so that EPA can successfully process your data for loading into the NEI database(s).

Terms and Definitions Used in the NEI Input Format

BEGINNING POSITION: The first character of the field.

ENDING POSITION: The last character of the field.

MANDATORY/NECESSARY: Indicates that the field is a Mandatory data element or that it is Necessary to complete a dataset for use in air quality modeling.

DATA ELEMENT: The name of the field.

DATA TYPE: The type of data in a given field (i.e., Character, Number, Decimal, or Date).

LENGTH: The maximum number of characters a field can hold. (Some field lengths will be larger than the data values you report. Left-justify your data.)

DATA DEFINITIONS: A Description of the expected data for the field.

USER CONVENTION NOTES: Information on where to find valid code values, and how to specifically implement and express the values of certain fields.